



# Special Student Relief (SSR) Request Form

HCC ID: \_\_\_\_\_

SEVIS ID: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Email \_\_\_\_\_

Eligible students can request Special Student Relief by submitting the following documents to [oiss.international@hccs.edu](mailto:oiss.international@hccs.edu) with **SSR** and their **HCC ID** in the subject line:

|   | Documents   |
|---|---|
| _ I have an employment authorization document (EAD) from my <b>TPS-based</b> application  | <ol style="list-style-type: none"> <li>1. <b>SSR Request Form</b></li> <li>2. <b>Personal Statement</b> that explains how you and/or your sponsor are experiencing severe economic hardship as a direct result of the specific conditions in your country of citizenship.*</li> <li>3. Copy of your TPS-based <b>EAD card</b></li> </ol>  |
| _ I have an employment authorization card from economic hardship application <b>with HCC</b>  | <ol style="list-style-type: none"> <li>1. <b>SSR Request Form</b></li> <li>2. <b>Personal Statement</b> that explains how you and/or your sponsor are experiencing severe economic hardship as a direct result of the specific conditions in your country.*</li> <li>3. Copy of your economic hardship-based <b>EAD card</b></li> </ol>   |
| _ I have <b>on-campus employment</b>  | <ol style="list-style-type: none"> <li>1. <b>SSR Request Form</b></li> <li>2. <b>Personal statement</b> that explains how you and/or your sponsor are experiencing severe economic hardship as a direct result of the specific conditions in your country.*</li> <li>3. <b>A letter/or email</b> from your supervisor with dates of your employment offer</li> </ol>  |
| _ I have <b>off-campus employment based on CPT.</b>   | <ol style="list-style-type: none"> <li>1. <b>SSR Request Form</b></li> <li>2. <b>Personal Statement</b> that explains how you and/or your sponsor are experiencing severe economic hardship as a direct result of the specific conditions in your country.*</li> </ol> <p><i>*The DSO will verify the authorization</i></p>   |
| _ I want to submit a <b>new economic hardship &amp; SSR application.</b> I have not applied for a TPS employment-based application. | <ol style="list-style-type: none"> <li>1. <b>SSR Request Form</b></li> <li>2. <b>Personal Statement</b> that explains: This employment is necessary to avoid severe economic hardship; and The hardship is a direct result of the specific conditions in your country.*</li> </ol> <p><i>**After reviewing the request and eligibility, the DSO will instruct you about the economic hardship I-765 application to USCIS and supporting documents</i></p> |

\*SSR will be granted only to eligible students whose economic difficulties are clearly caused by the specific situation in their country. Students should be able to provide additional supporting documents for unexpected changes in the financial condition of the student's source of support, currency depreciation, medical bills, or other substantial and unexpected expenses.

## Student Acknowledgment

By signing this form, I acknowledge the following:

- I cannot drop classes before I receive a **new I-20** with approval for reduced course load and permission to work more than 20 hours per week
- I can only use the SSR benefits within the time period authorized on the new I-20 and/or an approved employment authorization document.
- I have to register for the duration of the authorized employment for a minimum of 6 credit hours per academic term.

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_